



UNITED STATES MISSION -BOGOTA

VACANCY ANNOUNCEMENT



No. 002

Job Vacancy

January 6, 2003

OPEN TO: All Interested Candidates

POSITION: FRAUD INVESTIGATOR

CLOSING DATE: Friday, January 23, 2004

WORK HOURS: Full time; 40 hours/week

SALARY: FSN/MOH/OR - LCP/FSN-8
EFM/NOR - FP Scale = FP-6

Ordinarily Residents (OR), U.S. Citizens and U.S. legal permanent residents are subject to both Colombian labor and tax law and U.S. Federal taxes and FICA contributions. In addition, all applicants who are not the family members of USG employees officially assigned to Post and under Chief of Mission authority must be residing in country and have the required work and/or residency permits to be eligible for consideration. Applicant must attach a copy of work and/or residency permit.

“Applicants must be residing in Colombia at the time of application in order to be considered for employment. Only exception being: EFM’s and Members of Household, who can apply as soon as the sponsor has orders assigning him or her to Embassy Bogota”.

TO APPLY

If you meet all the requirements for this position, please submit the following items not later than the closing date.

- US Citizens must submit an application for Federal Employment (SF-171, OF-612) or a current resume.
- Colombian Citizens (FSN) must submit a Foreign National Employment application form.

Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.

Colombian Citizens may request an application form at the Embassy receptionist or you may print it out by accessing the Embassy web page:

<http://usembassy.state.gov/Colombia> under "La Embajada" > "La Oficina de Recursos Humanos".

SUBMIT APPLICATION TO

American Embassy
Human Resources Office
Attention: Recruitment Unit
Diagonal 22D Bis No. 47-51

- Embassy employees must submit the employment application to the Human Resources Office receptionist.
- Outside applicants must submit the employment application to the Embassy receptionist.
- Eligible Family Members (EFM) not yet residing at post may submit applications via fax (57-1) 383-2088. **All other applicants must submit applications by hand – faxes will not be considered.**

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

PROFILE OF THE POSITION

The U.S. Embassy in Bogota is seeking an individual for the position of Fraud Investigator in the Fraud Prevention Unit (FPU).

BASIC FUNCTION OF POSITION

Incumbent will perform the full range of anti-fraud investigative activities in support of the Consular operations, utilizing expertise in criminal investigations, to include analysis of facts to support fraud determinations. These investigations will have a determination that affects the applicant's permanent ineligibility for visas. Work is often complex and sensitive, requires self-supervision, responsibility and good management skills. Included in the scope of work are detailed investigations involving fraudulent documents, alien smuggling, imposters, visa counterfeiters, visa mills and visa tampering schemes. Incumbent will utilize oral and written communication to prepare reports of investigations that are both analytical and persuasive.

MAJOR DUTIES AND RESPONSIBILITIES

1. Performs fraud prevention investigations of the highest complexity, with minimal supervision, by means of personal interviews, correspondence and telephone inquiries, as well as personal contacts in the field with local Colombian officials. Must employ tact and judgment to determine focus, depth and priorities of investigations, develop effective investigative strategies, develop and evaluate intelligence, utilizing information obtained beforehand, to identify possible involvement of organized rings related to migration schemes and criminal activity, then determine when to advise or consult with FPU Chief/Deputy Chief. Must supply detailed written reports of investigations (in English) to FPU Chief/Deputy Chief for review. Directly coordinates with officials from various entities of the Colombian Department of Administration and Security (DAS), Colombian National Police (CNP), Colombian Central Office of Registrars, Colombian airline security officials, Colombian Social Services officials, Regional Department of Homeland Security office in Panama, banking and business executives, as well as with local informants. Attends meetings of and works with Bogota Fraud Prevention Group (organization of 22 embassies) to collaborate on preventing fraudulent visa/travel schemes. Arranges training for meetings of the Bogota Fraud Prevention Working Group.
2. Obtains fingerprints and maintains fingerprinting operations for fraud suspects and clearing suspects listed in Department of State CLASS system hits.
3. Cultivates and maintains a wide range of high-level Colombian civil authorities (such as banking and business officials) whose cooperation and support are essential for conducting investigations and taking action against perpetrators of fraud. Uses an intimate knowledge and broad understanding of the social and economic issues affecting migration as well as the legal and political factors governing international travel to detect fraud.
4. Keeps appropriate case files with special focus on those concerning the activities of organized rings. Conducts training for consular officers and Colombian officials on recognizing fraudulent Colombian documents. Originates case correspondence to DHS and Colombian officials for FPU investigations or requests for action. Maintains vast forensic library of fraudulent documents/samples presented by visa applicants, to include passports, bank records, birth/marriage certificates, DAS reporting documents, etc. Translates documents from Spanish to English. Performs special duties as assigned by FPU Chief.

MINIMUM QUALIFICATIONS

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- a. Education: Completion of Secondary School is required.
- b. Prior Work Experience: Two years of investigative work, one to two years experience prioritizing workloads and experience in performance of consular related visa work are required.

c. Post Entry Training: Completion of Fraud Prevention FSN Course/Workshop, Immigration Law and Visa Operations Correspondence Course, and FBI finger print training conducted by Embassy FBI office. Training must be completed within the first year on the job.

d. Language Proficiency: List both English and Spanish by level and specialization: Because of the need to produce documents in both languages (to include translating documents) and to conduct investigation in the local language, must have a Level IV English (written) and Level IV Spanish (written and oral).

e. Knowledge: Requires detailed knowledge of documentary sources of information, visa ineligibility and immigration law, familiarity with wide range of civil procedures and applicable Colombian laws. A thorough knowledge of consular operating procedures, regulations and computer assisted systems functions is essential. Must demonstrate and apply professional level knowledge of criminal investigations with particular emphasis on immigration fraud, citizenship claims and benefit fraud.

f. Skills and Abilities: Ability to work with minimal supervision, apply keen intellectual skills to obtain and develop evidence for evaluating cases, exercise initiative, resourcefulness and judgment. Advance interpersonal skills involving tact, discretion and judgment when dealing with contacts, suspects or the public. Must be able to handle sensitive information in a professional and discreet manner. Ability to draft written reports in English is required. Knowledge of all office machines required.

DESIRED QUALIFICATIONS BUT NOT REQUIRED

- Education: Completion of two years of college-level study is highly desirable.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. EFMs who currently hold a PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

DEFINITIONS:

1. **Eligible Family Member (EFM)**: US Citizen spouse or US Citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.

2. **Member of Household (MOH):** Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. **Not-Ordinarily Resident (NOR):** Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
5. **Foreign Service National (FSN):** A citizen of the host country.

**APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE OR
EMBASSY RECEPTIONIST BY: 01/23/04**

DISTRIBUTION: "BB"